



kindrachukdobson
LAWYERS & MEDIATORS

Stephanie L. Dobson, B.A., J.D.
Collaborative Lawyer & Family Mediator

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Items to Bring To Your Consultation

- Family Mediation Initial Consultation Form (attached)
- Conflict and Communication Assessment (attached)
- Questionnaire (attached, if able)
- List of issues to be resolved
- Photo ID
- Form of Payment – cash, cheque, Visa, MasterCard, Interac

Preparing for your Mediation Consultation

This guide is designed to assist you to prepare for your mediation consultation with Stephanie L. Dobson regarding your separation or divorce.

The goal of the consultation is to provide information to Ms. Dobson to assist you to determine whether the Family Mediation process is right for you and your family situation. Ms. Dobson will explain the process to you and will answer any questions you may have.

In order to expedite your consultation, please print and bring the following documents with you to your appointment, both attached to this Guide:

- Family Mediation Initial Consultation Form
- Conflict and Communication Assessment

It is recommended, but not required that you also complete the attached Family Questionnaire below prior to your first joint mediation session (not necessarily prior to your intake session) as it may cause your matter to be resolved more quickly.

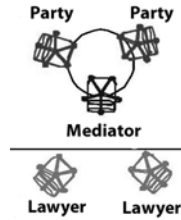
Please also bring to the consultation a list of issues that you wish to resolve through the mediation process.

In order to guarantee your appointment time, we require a credit card pre-authorization or a cash/cheque deposit in the amount of the consultation fee. You will not be charged for the consultation prior to your scheduled time, and you may choose a different method of payment at the conclusion of your consultation. We have scheduled one hour for your consultation. Please arrive 15 minutes prior to your appointment time to allow for your consultation forms to be completed and/or processed. We require 24 hours notice to cancel your appointment, otherwise the full fee for the consultation will be charged to you. Please bring photo ID with you to your consultation.

We look forward to meeting you and determining whether the Family Mediation process is right for you.

The Family Mediation Process

Mediation is a family-centered conflict resolution process in which an impartial, skilled mediator helps the parties to negotiate a consensual, informed and fair agreement. Decision-making rests with the parties throughout.



The mediator assists the parties in identifying the issues to be discussed and the information required for resolution, reducing obstacles to communication, exploring options for resolution and focusing on the family's needs and interests. The parties may choose to bring their lawyer into the sessions, or may choose to consult with them outside of the sessions.

Once you have proposals you both find acceptable the mediator will prepare a Mediation Report which will be sent to each of you to discuss with your lawyers. After you have both received legal advice, the lawyers will convert the summary into a legally binding document and carry out any necessary implementation.

To get started, you and your spouse must each meet with the mediator separately to provide introductory information and to make an informed decision as to whether this is the right process for you. Once both parties agree to proceed, the mediator will contact each party to schedule a series of 3-way meetings. Go to www.afms.ca, click on FAQ's for more info.



Stephanie L. Dobson, B.A., J.D.
Collaborative Lawyer & Family Mediator

I started practicing with Marty R. Kindrachuk in September 2006 upon my relocation to Lloydminster, Alberta from Richmond, British Columbia. I practice law in both Alberta and Saskatchewan.

I am a Collaborative family lawyer and mediator who minimizes the destruction of divorce by putting children first and protecting assets.

I handle separation and divorce cases involving the development of parenting plans especially in complex situations (child custody, child support), division of property, and spousal support claims. I am committed to using the **Collaborative Family Law Process** and **Family Mediation** to expand the range of creative solutions available for resolution, in keeping with my clients' and the children's best interests.

I believe in empowering clients to work together in a team-based approach to arrive at a mutually acceptable solution. Breakdown of relationships takes a toll on everyone involved; by choosing a collaborative or meditative approach, clients achieve a resolution which meets their emotional, financial, and other goals.

I have been a long-time columnist with the local newspapers, answering the public's family law and mediation questions in the "Ask the Experts" section. Archives of every article can be found on our website.

I am also an adult educator, focusing on teaching parents about the legal aspects of separation and divorce (Alberta Justice's *Parenting After Separation* course). In addition, I teach lawyers and other audiences on such topics as *Basic Mediation Training*, and *Interest-Based Negotiations*.

As community service is an integral part of my life, I am an active member of the Lloydminster Rotary Club and am part of a team of Rotarians who takes the Rotary International Exchange Students living in District 5370 from Edmonton to Yellowknife for a winter adventure each year in February (Tip Toe With The Caribou).

I look forward to assisting you to resolve your family matters, allowing you to maintain your dignity and respect throughout the process.

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FAMILY MEDIATION

Today's Date: _____

Where did you hear about us? _____

About You

Full Name: _____
(first) (middle) (last)

Full Mailing Address: _____

Occupation: _____

Occupation Name and Address: _____

Contact Information: Home: _____ Business: _____

Cell: _____ Fax: _____

Email: _____

Date of Birth: _____

Marital Status: _____

Your Lawyer's Name _____

About the Other Party

Full Name: _____
(first) (middle) (last)

Full Mailing Address: _____

Occupation: _____

Occupation Name and Address: _____

Contact Information: Home: _____ Business: _____

Cell: _____ Fax: _____

Email: _____

Date of Birth: _____

Marital Status: _____

Lawyer's Name: _____



About the Relationship

Date started living together: _____

Date of Marriage (if applicable): _____

Date of Separation or Divorce (circle one): _____

Do you have any court orders with respect to this relationship? _____

Do you have any verbal or written agreements with respect to this relationship? _____

History of domestic violence? YES / NO Who? _____

History of addiction? YES / NO Who? _____

Do you or the other party attend counselling? YES / NO Who? _____

Children

Have you taken the Parenting After Separation Course? YES / NO

Please list any children from this relationship (the relationship you are coming to talk about)

	Full Name (first, middle, last)	Date of Birth	Age
1.			
2.			
3.			
4.			

Please list any biological or step-children children outside the relationship

	Full Name (first, middle, last)	Date of Birth	Age	Biological Parents
1.				
2.				
3.				
4.				

Conflict & Communication Assessment

1. Which of the following best describes your relationship with the other party?

- Divorcing/separating and living apart
- Divorcing/separating but still living together
- Never married and used to live together
- Already divorced/separated
- Never married, never lived together

2. What process(es) have you been involved in to date? Check all that apply.

- Nothing formal; we have only talked with each other
- Mediation – successfully
- Mediation – no success
- Court application – once
- Court application – more than once

3. What process(es) have you used to assist with disagreements about parenting?

- Nothing formal; we have only talked with each other
- Mediation - successfully
- Mediation – no success
- Court application one
- Court application more than once

4. How comfortable are you being in the same room with the other party, discussing difficult issues?

- Comfortable
- Difficult, but we can do it with some support or facilitation
- Uncomfortable – I can't express myself or don't get a chance to talk when we have difficult conversations.

5. How well do you and the other party cooperate?

- We generally cooperate well
- We cooperate some of the time
- We do not cooperate well
- Cooperation is almost always impossible
- No contact or cooperation is possible

6. How well do you and the other party communicate?

- We generally communicate well
- We can communicate well some of the time
- We do not communicate well
- Communication is almost always impossible
- We do not communicate

7. How important is the other parent to the welfare of your Child/ren?

- No children
- Very important. S/he has many valuable things to offer as a parent
- Important. S/he has some valuable things to offer as a parent
- Somewhat important. S/he has some value, but also some problems/limitations as a parent
- Not important. S/he has little to offer. There are problems or deficits as a parent
- Very unimportant. S/he has nothing to offer as a parent.

Conflict & Communication Assessment

8. How are your overall levels of communication and cooperation?

- We communicate and consider the other person's opinions and options
- We have minimal communication and we don't work at cooperating
- Our communication tends to have a lot of conflict and is very positional
- We do not communicate at all

9. How would you describe your level of trust in the other party?

- I trust the other party in all matters of importance
- I trust the other party sometimes, but not always
- I do not trust the other party at all. I need supporting evidence to trust anything the other party says/does

10. How would the other party describe his/her level of trust in you?

- Trusts me in all matters of importance
- Trusts me sometimes, but not always
- Little or no trust in me

11. Are there matters that may be relevant to your dispute that you do not wish to share with the other party?

- No, I am willing to share everything relevant
- I am concerned about the reaction if some information is shared, but am willing to work on a process for sharing information
- I see withholding vital information as an important strategy in negotiation and would be reluctant to disclose everything right away

12. During your relationship, how would you describe the level of trust between you and the other party?

- Trust was an important part of our relationship
- We were sometimes challenged with trusting each other
- Inability to trust was consistently an issue in our relationship

13. Have you ever read private emails, journals or letters of the other party, listened into or taped phone conversations or taped settlement discussions, without the other party's knowledge? Has the other ever done this to you?

- Never
- Seldom, and more than a year ago
- Frequently or recently

14. How important do you consider it to be that you and the other party be able to have a relationship with trust in the future?

- Important. Our continuing relationship matters to me
- Not very important, as long as we have a business-like relationship
- Don't care at all about a future relationship with the other party

15. Are any of the following item of specific concern in your situation?

- Alcohol or drugs
- Depression or other mental health issues
- Threats or thoughts of suicide
- Violence – physical, verbal, emotional
- Money

Date: _____

Confidential Client Questionnaire

**** This information is required in order to assist you in resolving your family matters ****

You

Full Name: _____
(first) (middle) (last)

Name on your birth certificate: _____
(first) (middle) (last)

Telephone: Home: _____ Work: _____

Cell: _____ Fax: _____

Email: _____

Social Insurance Number: _____

Home Address: _____
(Street/Box) (City) (Province) (Postal Code)

Can we send mail to your home address? Yes / No (circle one)

If not, provide alternate mailing address:

(Street/Box) (City) (Province) (Postal Code)

How long have you lived in: Alberta _____ Saskatchewan _____ Other _____

Date of Birth: _____ Place of Birth: _____
(city) (province/country)

Are you living in the matrimonial home? YES NO

Does the other party live with you? YES NO

How many adults live in your house? _____

How many children live in your house? _____

Do you have a will? YES NO

Your Employment

Occupation: _____

Name of your Employer / Business: _____

How long have you worked there? _____ months _____ years

Gross Annual Salary: _____ Wage: _____ Full-Time ___ Part-Time ___

Other Party (*your ex*)

Full Name: _____
(first) (middle) (last)

Name on their birth certificate: _____
(first) (middle) (last)

Telephone: Home: _____ Work: _____
Cell: _____ Fax: _____

Email: _____

Social Insurance Number: _____

Home Address: _____
(Street/Box) (City) (Province) (Postal Code)

Where can we serve court documents on the other party?

(Street – not P.O. Box) (City) (Province) (Postal Code)

How long has the other party lived in that province? _____ months _____ years

Date of Birth: _____ Place of Birth: _____
(city) (province/country)

Are they living in the matrimonial home? YES NO

How many adults live in the other party's house? _____

How many children live in the other party's house? _____

Other Party's Employment

Occupation: _____

Name of other party's Employer / Business: _____

How long have they worked there? _____ months _____ years

Gross Annual Salary: _____ Wage: _____ Full-Time ___ Part-Time ___

The Relationship

Province of last joint residence: Alberta ___ Saskatchewan ___ Other _____

Date started living together: _____

Date of Separation: _____

Date of Marriage: _____

Place of Marriage: City _____ Province/Country _____

Marital Status prior to marriage:

You: Single ___ Divorced ___ Widowed ___

Other Party: Single ___ Divorced ___ Widowed ___

Why did you Separate? _____

Is there any possibility of reconciliation? YES NO

Have you or the other party attended counseling? YES NO

Have you or the other party started any Court proceedings? YES NO

Have you and the other party made any agreements? YES NO

If so: ____ verbal ____ written

Is spousal support being sought? YES – by me YES – by other party NO

Assets / Debts

Do you have a Will? YES NO

Do you have a Power of Attorney? YES NO

Do you have a Personal Directive? YES NO

Have you divided your household contents yet? YES NO

If yes, are you happy with the division? YES NO ** Provide details **

Asset / Debt	Date Acquired	Market Value (today)	Details
Real Estate			
Matrimonial Home Address: Legal Description:		Current Market Value: \$ Mortgage Amount: (\$)	Who owns the home? <input type="checkbox"/> You <input type="checkbox"/> Other Party <input type="checkbox"/> Joint with Other Party <input type="checkbox"/> Other: _____ Who is living there now? Mortgage Lender: Date of Appraisal:
Other Land / Houses Address: Legal Description:		Current Market Value: \$ Mortgage Amount: (\$)	Who owns the home? <input type="checkbox"/> You <input type="checkbox"/> Other Party <input type="checkbox"/> Joint with Other Party <input type="checkbox"/> Other: _____ Mortgage Lender: Date of Appraisal:
Other Land /Houses Address: Legal Description:		Current Market Value: \$ Mortgage Amount: (\$)	Who owns the home? <input type="checkbox"/> You <input type="checkbox"/> Other Party <input type="checkbox"/> Joint with Other Party <input type="checkbox"/> Other: _____ Mortgage Lender: Date of Appraisal:

Asset / Debt	Dates	Market Value (today)	Details
Pension Plan			
• You:	Dates of service:	\$	Pension Administrator:
• Other Party:	Dates of service:	\$	Pension Administrator:
RRSPs			
• You:	Provide Statement	\$	Institution:
	Provide Statement	\$	Institution:
• Other Party:	Provide Statement	\$	Institution:
	Provide Statement	\$	Institution:
Bank Accounts			
• You:	Provide Statement	\$	Institution:
• Other Party:	Provide Statement	\$	Institution:
• Joint:	Provide Statement	\$	Institution:
Investments			
• You:	Provide Statement	\$	Institution:
• Other Party:	Provide Statement	\$	Institution:
• Joint:	Provide Statement	\$	Institution:
Vehicles			
• You:		\$	Year/Make/Model: Loan Amount: Institution:
• Other Party:		\$	Year/Make/Model: Loan Amount: Institution:
• Joint:		\$	Year/Make/Model: Loan Amount: Institution:

Asset / Debt	Dates	Market Value (today)	Details
Recreational Vehicles (e.g. quads, snowmobiles, boats, etc.)			
• You:		\$ \$ \$	Year/Make/Model: Loan Amount: Institution:
• Other Party:		\$ \$ \$	Year/Make/Model: Loan Amount: Institution:
• Joint:		\$ \$ \$	Year/Make/Model: Loan Amount: Institution:
Life Insurance Policies			
• You:	Provide Statement & Policy	\$	Type: Term / Life Institution: Cash Value:
• Other Party:	Provide Statement & Policy	\$	Type: Term / Life Institution: Cash Value:
• Joint:	Provide Statement & Policy	\$	Type: Term / Life Institution: Cash Value:
Points Accounts (e.g. co-op memberships, Aeroplan, Air Miles, etc.)			
• You:	Provide Statement		
• Other Party:	Provide Statement		
• Joint:	Provide Statement		
Business Interests			
• You:	Provide Valuation	\$	Business Name: Accountant: Shareholders:
• Other Party:	Provide Valuation	\$	Business Name: Accountant: Shareholders:
• Joint:	Provide Valuation	\$	Business Name: Accountant: Shareholders:

Asset / Debt	Date Acquired	Market Value (today)	Details
Personal Loans			
• You:	Provide Statement	(\$)	Lender:
• Other Party:	Provide Statement	(\$)	Lender:
• Joint:	Provide Statement	(\$)	Lender:
Credit Card Debts			
• You:	Provide Statement	(\$)	Institution:
• Other Party:	Provide Statement	(\$)	Institution:
• Joint:	Provide Statement	(\$)	Institution:
Inheritances / Gifts			
• You:		\$	Details:
• Other Party:		\$	Details:
Property Owned at the Date of Marriage (AB) or the Date of Cohabitation (SK)			
• You:		\$ \$ \$	Details:
• Other Party:		\$ \$ \$	Details:
Financial Awards from Court / Insurance Proceeds			
• You:	Provide Paperwork	\$	Details:
• Other Party:	Provide Paperwork	\$	Details:
Other Property Not Listed Above:			
• You:		\$	Details:
• Other Party:		\$	Details:

Please return the following with this Questionnaire:

1. Income Tax Return & Notice of Assessment – 3 most recent years
2. If you are an employee: 3 most recent pay stubs
3. If you own your own business: most recent financial statements
4. Recent photograph of the other party
5. Official marriage certificate (if available)
6. Agreements or Court Orders respecting this relationship
7. Recent appraisal for your home(s)
8. Most Recent Statements for your Mortgage(s), Loan(s), Line(s) of Credit, Credit Card(s), Bank Account(s), RRSP(s), Pension(s), Investment(s)